

Request for Records Disposition Authority

Records Schedule Number DAA-0587-2019-0002

Schedule Status Approved

Agency or Establishment Bureau of Consumer Financial Protection

Record Group / Scheduling Group Records of the Consumer Financial Protection Bureau

Records Schedule applies to Agency-wide

Schedule Subject Home Mortgage Disclosure Act Data and Related Records

Internal agency concurrences will be provided No

Background Information

The Bureau of Consumer Financial Protection (BCFP) provides a single point of accountability for enforcing federal consumer financial laws and protecting consumers in the financial marketplace.

Records created and received relate to the mission critical functions and the internal administration of the Bureau required for compliance with the governing principles of the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010:

- 1) To regulate the offering and provision of consumer financial products or services under the Federal consumer financial laws and to educate and empower consumers to make better informed financial decisions.
- 2) Free, innovative, competitive, and transparent consumer finance markets where the rights of all parties are protected by the rule of law and where consumers are free to choose the products and services that best fit their individual needs.

The Home Mortgage Disclosure Act (HMDA), 12 U.S.C. 2801 through 2810, requires certain depository institutions and for-profit non-depository institutions to collect, report, and disclosed data about originations and purchase of mortgage loans, as well as mortgage loan applications that do not result in origination (for example, applications that are denied or withdrawn). The purpose of HMDA are to provide the public with loan data that can be used: (i) to help determine whether financial institution are serving the housing needs of their communities; (ii) to assist public officials in distributing public-sector investment so as to attract private investment to areas where it is needed; and (iii) to assist in identifying possible discriminatory lending patterns and enforcing antidiscrimination statutes.

In 2010, Congress enacted the Dodd-Frank Act, which amended HMDA and also transferred HMDA rulemaking authority and other functions from the Board of Governors of the Federal Reserve System (Board) to the Bureau.

HMDA records was formerly scheduled under the Board of Governors of the Federal Reserve System (Board) N1-082-05-1.

All Reporters submit their HMDA data directly to the Bureau. The Bureau maintains, operates, and manages the HMDA database on behalf of all participating agencies, including the Office of the Comptroller of the Currency, the Federal Deposit Insurance Corporation, , the National Credit Union Administration, and the FFIEC. The Bureau prepares the disclosure forms required by HMDA, provides them to reporters, compiles aggregate data and aggregates the data by Metropolitan Statistical Area (MSA), and makes HMDA data available to the public as required by law.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	9	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0587-2019-0002

Sequence Number	
1	Master HMDA Data Files.
1.1	Non-Restricted Ultimate (TS and LAR) Data File. Disposition Authority Number: DAA-0587-2019-0002-0001
1.2	Non-Restricted Final (TS and LAR) Data File. Disposition Authority Number: DAA-0587-2019-0002-0002
1.3	Restricted Ultimate (TS and LAR) Data File. Disposition Authority Number: DAA-0587-2019-0002-0003
1.4	Restricted Final (TS and LAR) Data File. Disposition Authority Number: DAA-0587-2019-0002-0004
1.5	Final Panel Data File. Disposition Authority Number: DAA-0587-2019-0002-0005
1.6	Ultimate Panel Data File. Disposition Authority Number: DAA-0587-2019-0002-0006
2	Reports.
2.1	Aggregate Reports Disposition Authority Number: DAA-0587-2019-0002-0007
2.2	National Aggregate Report. Disposition Authority Number: DAA-0587-2019-0002-0008
2.3	Disclosure Statements. Disposition Authority Number: DAA-0587-2019-0002-0009
2.4	Intermediate Files and Ad Hoc Files and Reports. Disposition Authority Number: DAA-0587-2019-0002-0010
3	Input Files. Disposition Authority Number: DAA-0587-2019-0002-0011

Records Schedule Items

Sequence Number																			
1	<p>Master HMDA Data Files.</p> <p>HMDA data is derived from the Loan Application Register (LAR) and Transmittal Sheets (TS) submitted to the Bureau. Reporting panel data includes lists of the Reporters' MSA's. There are two categories of data, "final" and "ultimate". Final versions are the initial release version following the close of the filing season which occurs In March of each year. Ultimate versions include any updated submissions of Loan / Application Register (LAR) and Transmittal Sheet (TS) data during the two years following the filing season. Resubmission of data can be voluntary by the financial institution, or compulsory due to bank examinations. Unrestricted "final" versions of data are made available to the public. "Ultimate" files are made available to the public and include adjustments to the data incorporated in the 24 months following the reporting deadline.</p>																		
1.1	<p>Non-Restricted Ultimate (TS and LAR) Data File.</p> <p>Disposition Authority Number DAA-0587-2019-0002-0001</p> <p>The data includes the Loan Application Register (LAR) which is information on mortgage loan applications, originations, and purchases, and Transmittal Sheets (TS) submitted to the Bureau, which are available to the public and include adjustments to the data incorporated in the 24 months following the reporting deadline. Transmittal sheets contains information on the filers who submitted data, including: institution name, physical address, city, city, state, zip code, Federal Tax Identification Number, Agency Code.</p> <table border="0"> <tr> <td>Final Disposition</td><td>Permanent</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>No</td></tr> <tr> <td>Explanation of limitation</td><td>Records are maintained electronically.</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr> <tr> <td colspan="2">Disposition Instruction</td></tr> <tr> <td>Cutoff Instruction</td><td>Cut-off when revisions to data are completed.</td></tr> <tr> <td>Transfer to the National Archives for Accessioning</td><td>Transfer copy of the data with documentation to NARA after cut-off.</td></tr> </table>	Final Disposition	Permanent	Item Status	Active	Is this item media neutral?	No	Explanation of limitation	Records are maintained electronically.	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Disposition Instruction		Cutoff Instruction	Cut-off when revisions to data are completed.	Transfer to the National Archives for Accessioning	Transfer copy of the data with documentation to NARA after cut-off.
Final Disposition	Permanent																		
Item Status	Active																		
Is this item media neutral?	No																		
Explanation of limitation	Records are maintained electronically.																		
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes																		
Do any of the records covered by this item exist as structured electronic data?	Yes																		
Disposition Instruction																			
Cutoff Instruction	Cut-off when revisions to data are completed.																		
Transfer to the National Archives for Accessioning	Transfer copy of the data with documentation to NARA after cut-off.																		

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1672 MB	800 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

Non-Restricted Final (TS and LAR) Data File.

Disposition Authority Number **DAA-0587-2019-0002-0002**

The data includes the Loan Application Register (LAR) and Transmittal Sheets (TS) submitted to the Bureau, which are cutoff when revisions to the data filing period is complete. Transmittal sheets contains information on the filers who submitted data, including: institution name, physical address, city, city, state, zip code, Federal Tax Identification Number, Agency Code.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintained electronically.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction Cut-off when revisions to data filing period is complete.

Transfer to the National Archives for Accessioning Transfer copy of the public use data with documentation to NARA after cut-off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2017

How frequently will your agency transfer these records to the National Archives? Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1792 MB	800 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.3

Restricted Ultimate (TS and LAR) Data File.

Disposition Authority Number DAA-0587-2019-0002-0003

The data includes non-public TS and LAR files containing all fields in the HMDA data. These data will be fully collected two years after the filing period. Transmittal sheets contains information on the filers who submitted data, including: institution name, physical address, city, city, state, zip code, Federal Tax Identification Number, Agency Code.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are maintained electronically.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut-off when revisions to data filing period is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2017 To 2018

How frequently will your agency transfer these records to the National Archives?

Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1200 MB	900 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.4

Restricted Final (TS and LAR) Data File.

Disposition Authority Number **DAA-0587-2019-0002-0004**

The data includes the non- public Loan Application Register (LAR) and Transmittal Sheet (TS) submitted to the Bureau, which are cutoff when revisions to the data filing period is complete. Transmittal sheets contains information on the filers who submitted data, including: institution name, physical address, city, city, state, zip code, Federal Tax Identification Number, Agency Code.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

Records are maintained electronically.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut off when revisions to data filing period is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2017 To 2018

How frequently will your agency transfer these records to the National Archives?

Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1900 MB	700 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.5

Final Panel Data File.

Disposition Authority Number

DAA-0587-2019-0002-0005

The panel file contains detailed descriptions of all institution filing data including crosswalk data that connects fields submitted and their relationship to information to the Federal Reserve System's National Information Center (NIC). These data are updated through the filing period and are the initial release version following the close of the filing period which occurs March of each year. Panel information are cut off when revisions to the data filing period is complete.

Final Disposition

Permanent

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintained electronically.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off when revisions to data filing period is complete.**

Transfer to the National Archives for Accessioning **Transfer copy of the public use data with documentation to NARA after cut-off.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Ultimate Panel Data File.

Disposition Authority Number **DAA-0587-2019-0002-0006**

The panel files contains detailed descriptions of all institution filing data including crosswalk data that connects fields submitted and their relationships to information to the Federal Reserve System's National Information Center (NIC). Updates to these data are cut off when revisions to the data filing period is complete. Ultimate

1.6

versions include any updated institution filing data received after the Final Panel Data File date during the two years following the filing period.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are maintained electronically.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut-off when revisions to data are completed.

Transfer to the National Archives for Accessioning Transfer copy of the data with documentation to NARA after cut-off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2017

How frequently will your agency transfer these records to the National Archives? Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Reports.

The Bureau produces aggregate and disclosure reports from the final files that interpret HMDA data as follows.

2.1

Aggregate Reports

Disposition Authority Number **DAA-0587-2019-0002-0007**

The Aggregate reports includes lending information for individual institutions on the Metropolitan Statistical Area (MSA) Metropolitan Division (MD) level. They indicate the number of dollar amounts of loan application, cross-tabulated by loan, borrower and geographic characteristics. Characteristics include loan type, loan purpose, construction methods, race, ethnicity, and denials (if applicable). These reports summarize HMDA lending activity by MSA/MD. Reports are run up until a selected date.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintained electronically.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut-off annually.**

Transfer to the National Archives for Accessioning **Transfer copy with documentation to NARA after cut-off.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	816 MB	405 MB
Paper		
Microform		

2.2

Hardcopy or Analog Special Media

National Aggregate Report.

Disposition Authority Number **DAA-0587-2019-0002-0008**

The National Aggregate Report includes lending information for all institutions on a nationwide level. They indicate the number of dollar amounts of loan application, cross-tabulated by loan, borrower and geographic characteristics. Characteristics include loan type, loan purpose, construction methods, race, ethnicity, and denial (If applicable).

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintained electronically.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut-off annually.**

Transfer to the National Archives for Accessioning **Transfer copy of data with documentation to NARA after cut-off.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	1 MB
Paper		

2.3

Microform		
Hardcopy or Analog Special Media		

Disclosure Statements.

Disposition Authority Number **DAA-0587-2019-0002-0009**

The data includes lending information for individual institutions on a nationwide and Metropolitan Statistical Area (MSA), Metropolitan Division (MD) level. Types of disclosure reports included are loan applications by census tract, purchased loans by census tract, and each institution's nationwide institution register summary (IRS), which detail total loans, amounts, and loan type for each MSA/MD. These statement summarize HMDA lending activity for individual institutions, both nationwide and by MSA/MD. Statements are run up until a selected date.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintained electronically.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut-off annually.**

Transfer to the National Archives for Accessioning **Transfer copy of the public use data with documentation to NARA after cut-off.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	218580 MB	105000 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.4

Intermediate Files and Ad Hoc Files and Reports.

Disposition Authority Number **DAA-0587-2019-0002-0010**

These files would be produced by the bureau as intermediate data to other files. Reports and files will be produced on an as need basis.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are maintained electronically.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy or delete when no longer needed for reference or dissemination.**

Additional Information

GAO Approval **Not Required**

3

Input Files.

Disposition Authority Number **DAA-0587-2019-0002-0011**

This item covers HMDA data submissions from lending institutions forwarded from oversight agencies to the Bureau. HMDA data are primarily sent electronically, although some paper forms are submitted occasionally. After the data are received by the Bureau, the data are extracted or manually entered into the HMDA system.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Records are maintained electronically.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Retention Period	Destroy or delete after input data have been transferred to the master file and verified, or when no longer needed to reconstruct or backup the master file, whichever is later.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/08/2019	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
01/29/2019	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
07/23/2019	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
07/23/2019	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
07/23/2019	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
07/24/2019	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
07/24/2019	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
10/10/2019	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
02/05/2020	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
02/05/2020	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
02/26/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management

				Operations Appraisal Team 1
05/05/2020	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
06/01/2020	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
08/26/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
09/01/2020	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
09/09/2020	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
12/01/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
01/29/2021	Submit For Certification	Steven Coney	Records Officer	Operations Division - Administrative Office
02/10/2021	Certify	Steven Coney	Records Officer	Operations Division - Administrative Office
04/25/2022	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
04/27/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/27/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist